



JOB OPPORTUNITY

OFFICE OF THE STATE PUBLIC DEFENDER

Classification: Assistant Information Systems Analyst
Tenure: LT 12 months Full-time
Location: 1111 Broadway, Suite 1000
Oakland, CA

DUTIES AND RESPONSIBILITIES:

Under the supervision of the Chief Information Officer (CIO), the Assistant Information Systems Analyst (AISA) will be responsible for implementation and network administration of the OSPD data and telecommunication enterprise; assisting OSPD staff in the use of commercial off the shelf software packages; maintaining the OSPD intranet and internet. The incumbent will maintain network documentation; install and maintain OSPD's network operating systems, and install and maintain connections between the offices, telecommuters, external contractors and federal, state and county agencies and the private sector. The AISA will evaluate state-of-the-art network-related hardware and software, and advise management on options available for functional enhancements to the OSPD network. AISA will also maintain multi-user access to network services such as network printers, CD-ROMs and internet access to the OSPD network. Under the direct supervision of the CIO, the incumbent helps maintain an electronic link between the Oakland and Sacramento offices and between those offices and telecommuters, including ongoing development and maintenance of the OSPD Internet and Intranet web sites. The AISA will assist in the configuration and installation of new hardware and software on the network and individual computers; and monitor and assist in trouble shooting Cisco VOIP, VMware, Microsoft Server 2008, Microsoft AD and Windows 7.

DESIRABLE QUALIFICATIONS:

Hands on experience with Windows Server 2008 Active Directory and VMWare 5.5 Administration. Experience with Cisco VOIP, Cisco Networking and Windows 7. Strong knowledge and experience in desktop/laptop support. Hands on experience with Corel Word Perfect. Ability to work independently and in a team environment; Ability to analyze data and situations, identify and solve problems, reason logically and draw valid conclusions; Ability and desire to keep current on Information Technology related issues; Knowledge and experience in high level information technology principles; Good customer service skills; Good interpersonal skills with the ability to interact with others at all levels.

WHO SHOULD APPLY:

Qualified applicants currently in the classification or with transfer/list appointment eligibility (reachable ranks) are encouraged to apply. SROA/Surplus candidates must indicate this status on the state employment application (Std. Form 678). Applications will be screened and only the most qualified will be invited to interview.

Send an Application To:

Monica Ohta, Human Resources
Office of the State Public
Defender 770 L Street, Suite
1000
Sacramento, CA 95814 (916) 322-7043

FINAL FILING DATE: Until Filled

Applications will be screened and only the most qualified applicants will be interviewed.